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MAY 13 1953

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT : Presentation Room for Logistics Office
Quarters Eye Building

1. During the past few months the need for a presentation room for the Logistics Office has been increasing. This office requires a facility designed to provide a common place with a variety of visual and other aids for logistical staff planning; a focal point where planners and operators and the facts and information they require are brought together. Also urgently needed is a facility where logistical training for orientation and instruction purposes can be provided; where demonstrations or exhibits of new products can be given; and where VIPs and others may be briefed on the various phases of the mission and functions of the Logistics Office.

2. At the present time, the only area available in Quarters Eye for any presentations is in the Office of the Chief, and it has proved to be very unsatisfactory for this purpose. After some months of trying to find suitable space, an area 13' x 24'10" has been located, which after some alterations and relocation of the Guard Office, can be utilized as a presentation facility. The basic, minimum requirements for a facility of this type were developed and submitted to the General Services Office for feasibility and construction cost estimates. At the request of that Office, the Public Buildings Service has given a cost estimate of \$6,880 to construct the room. This is, of course, the maximum amount it will cost, and it is anticipated that the actual cost will fall far below this estimate. The estimate includes approximately \$1,800 labor costs to fulfill security requirements, to remove partitions and relocate the Guard Office, and to reinforce the ceiling after columns have been removed; \$2,400 for air-conditioning the area, which will accommodate an estimated thirty to forty persons; \$400 for necessary painting after alterations; \$1,000 for proper lighting facilities and installation; \$950 for a curtain to cover classified material; \$80 for window guards; and \$250 for contingencies.

3. We have reviewed, not only our requirements and need for a presentation facility, but the Public Buildings Service cost estimates, in line with the budget request as given in CIA Notice [redacted]

"To operate at a minimum level of cost and expenditures by questioning the necessity for all work and eliminating unnecessary programs and holding the remainder to minimum levels".

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Inasmuch as our basic requirements, as set forth in memorandum to the Chief, General Services, on 1 April 1953, were held to a minimum, and inasmuch as most of the estimated costs are necessary in order to fulfill standard requirements of the Security Office for a "restricted area" and cannot be eliminated, there seems to be no place where the cost estimate can be reduced substantially. In comparing these estimates with the actual cost of constructing similar size and type facilities in the Agency, the construction cost of the Logistics Office's Presentation Room will be considerably less.

4. It is our belief that the results obtained from the presentation room will more than offset the actual cost of the construction, and that such a facility is essential in carrying out the mission and functions of the Logistics Office. It is requested, therefore, that approval be given the Logistics Office for the construction of a Logistics Presentation Room.



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JAMES A. GARRISON
Chief of Logistics

2 Enclosures

- 1 - Copy of memo. to Gen. Serv. Off.
- 1 - Estimate fr. PBS

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